

SNAP-Ed California Agencies' Roles and Responsibilities

This document outlines the roles and responsibilities of the California entities that implement the Supplemental Nutrition Assistance Program-Education (SNAP-Ed). All SNAP-Ed activities must be in accordance with the guidance from United States Department of Agriculture-Food and Nutrition Service (USDA-FNS).

SNAP-Ed Implementing Agencies

- State Implementing Agencies (SIAs)
 - California Department of Social Services (CDSS) – SNAP-Ed oversight agency
 - Catholic Charities of California (CCC)
 - California Department on Aging (CDA)
 - University of California, CalFresh (UC CalFresh)
 - California Department of Public Health (CDPH)
- Local Implementing Agencies (LIAs)
 - California Welfare Departments (CWDs)
 - Catholic Charities Agencies of California
 - Area Agencies on Aging (AAA)
 - University of California Cooperative Extension (UCCE)
 - Local Health Departments (LHDs)

California Department of Social Services: Oversight Agency

- Provides leadership and oversight of all California SNAP-Ed activities
- Discusses with FNS SNAP-Ed administration, vision, goals, activities, and outcomes for the State, and communicate applicable information with SIAs and LIAs
- Partners with SIAs to develop statewide vision, goals, and objectives for SNAP-Ed
- Supervises grant distribution and all SNAP-Ed financials
- Oversees timely, accurate completion of FNS deliverables including the SNAP-Ed State Plan, Annual Reports, and Education and Administrative Reporting System (EARS)
- Coordinates and collaborates with all SIAs ensuring successful content development for the SNAP-Ed state plan and mid-year amendments
- Convenes and facilitates regular SIA meetings to facilitate statewide planning, coordination, and collaboration
- Conducts management evaluations to ensure SNAP-Ed funds are spent appropriately
- Provides technical assistance (TA) to SIAs

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- Develops and oversee contracts and Interagency Agreements for each SIA
- Funds, oversees, and provides TA to County Welfare Departments with SNAP-Ed programs

All State Implementing Agencies (SIAs)

- Partner with SIAs and support CDSS in the SNAP-Ed vision and direction for California
- Attend and actively participate in regular SIA workgroup meetings to conduct statewide planning, coordination, and collaboration
- Submit timely and accurate deliverables including the SNAP-Ed State Plan, Annual Reports, Education and Administrative Reporting System (EARS), mid-year amendments, and Budget Adjustment Requests (BARs)
- Develop and implement state level projects, as applicable
- Review, provide feedback, and ensure all SNAP-Ed funded LIAs collaborate on the integrated countywide work plan, site changes, and program delivery
- Ensure LIA activities are aligned with SNAP-Ed guidance and objectives
- Communicate state level information to LIAs
- Monitor and ensure SNAP-Ed funds are spent appropriately
- Provide continuous TA and trainings to LIAs
- Ensure all SNAP-Ed funded materials are available to all SNAP-Ed partners

Local Implementing Agencies (LIA)

- Build collaborative partnerships with local LIAs and non-SNAP-Ed funded USDA nutrition assistance programs to enhance quality and reach of SNAP-Ed services
- Participate in developing and implementing the county integrated work plan with the County Work Plan Coordinator and county LIA partners
- Communicate proposed work plan changes to SIAs prior to requesting them
- Actively manage daily administrative, fiscal, and programmatic SNAP-Ed activities
- Submit timely and accurate deliverables including local integrated work plans, Annual Reports, EARS, and BARs
- Ensure activities are aligned with SNAP-Ed guidance and objectives, are appropriate for the eligible low-income population defined as SNAP participants/eligible, and use outcome measures that are specific to each interventions
- Follow all policies and procedures as put forth by the SIAs and FNS
- Attend trainings and conferences hosted by SIAs
- Actively engage in TA and ongoing communication with SIAs